



Achieve Virtual

Education Academy

Business Math 1

Instructor Information

Name: Christine Heath
Office Phone Number: 317-988-6311
Mobile Number: 317-529-3575 (texting available)
Email: christine.heath@wayne.k12.in.us
Office Hours: 9am to 4pm
(Feel free to add additional methods of communication)

Course Description

Business Math is a course designed to prepare students for roles as entrepreneurs, producers, and business leaders by developing abilities and skills that are part of any business environment. A solid understanding of math including algebra, basic geometry, statistics, and probability provides the necessary foundation for students interested in careers in business and skilled trade areas. The content includes mathematical operations related to accounting, banking and finance, marketing, and management. Instructional strategies should include simulations, guest speakers, tours, Internet research, and business experiences.

Recommended Grade Level: 10, 11 Prerequisites: Algebra I Credits: 2 semester course, 1 credit per semester, 2 credits maximum Counts as an Elective or Directed Elective for all diplomas Fulfills a Mathematics requirement for the General Diploma or Certificate of Completion only Qualifies as a quantitative reasoning course.

Required Materials

- Internet-capable device
- Reliable high-speed Internet access

- List all materials necessary to complete this course (including books, webcam, microphone, etc.).
 - Tip: Link text to outside URL (library, Amazon, etc.) for easier student purchase or rental.
 - Other required reading will be made available via the Wayne Learning Hub.
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Course Objectives

- To provide students with a refresh of basic mathematical concepts
- Understand the role mathematics play in the business world
- Understand the applications to solve business mathematics problems

Upon successful completion of this course, students will:

- Define how to properly complete mathematical problems relating to business
 - Identify common business terms
 - Critique business operations between different businesses
 - Discuss business plans based upon information given
 - Explain how one business plan is beneficial over another
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Student Expectations

Attendance and Assignments

Students will be required to complete and submit all assignments online via the Wayne Learning Hub. Please communicate with your teacher frequently.

Students may log into the Wayne Learning Hub on their own time and work at their own pace. Students are expected to log in and work a minimum of 5 days a week. All assignments and the final are due by the end of the semester.

Resubmitting Assignments

If you are asked to resubmit an assignment for a higher grade, you will have 48 hours from the time you receive feedback to do so. Students who are not on pace according to the pacing guide will not be able to re-submit work for a higher grade.

Use of Help-Seeking Strategies

Students are encouraged to use “help-seeking” strategies, such as connecting with other classmates via threaded discussions, emailing or calling the teacher, etc. whenever possible.

Grading Scale

Description	Value on a 4-Point Scale	Percent Based	Letter Grade
Exemplary	4.00	93-100	A
	3.67	90-92	A-
Proficient	3.33	87-89	B+
	3.00	83-86	B
	2.67	80-82	B-
Progressing	2.33	77-79	C+
	2.00	73-76	C
	1.67	70-72	C-
Danger of Failing	1.65	65-69	D
Failing	0	0-64	F

Online Communication Guidelines

Communication with the Teacher

It is important to remember that while the Internet is available 24 hours a day, your teacher and other students are not. You can expect that your teacher will respond to email messages, texts, or phone calls within 24 hours during the week and may not be able to respond on weekends.

Your success in this course will rely on your ability to communicate with the teacher. It is important to remember that your teacher cannot see the confused, frustrated, or unhappy expressions on your face if you experience problems in the course like they might be able to in a face-to-face environment. You **MUST** communicate with your teacher so that he/she can help.

Interacting with Others in Class

As you participate in online discussion forums, it is important to demonstrate respect and professionalism. Always communicate in a professional tone whether in private conversation with your teacher or on a public forum with other students.

Policies and Procedures

Administrative Withdrawal and Incomplete Courses

A basic requirement of this course is that you will attend and participate regularly. Keep in touch with me if you are unable to participate or regularly complete assignments. If you stop attending, you will be submitted to the Achieve Virtual office for truancy and subsequent action will be taken.

Incomplete courses will result in receiving an F for the class.

Plagiarism

Cheating and plagiarism are considered very serious offenses by the faculty and staff of Achieve Virtual Education Academy and the M.S.D. of Wayne Township. A student cheating for the first time may receive loss of credit for the assignment. The second offense may result in a failing grade for the course and/or disciplinary action.

Plagiarism is taking the ideas and/or work of someone else and claiming them as your own. Any student who fails to give credit for ideas or materials taken from another source is guilty of plagiarism. Plagiarism and/or academic dishonesty, including copying or collaborating with other students on any assignment, unless otherwise advised, will absolutely not be tolerated.

Pacing Guide

Use this pacing guide as a tool to help you stay organized and complete the course before the end of the course. The following pacing guide is based on the length of a full semester. If you start late, you will have to adjust this guide to complete all assignments before the end of the semester. Your teacher can help you with this.

Week	Lessons to Complete
1	Brainpop Activity- Metric System

	Units of Measure
2	Using Guess and Check Brainpop Activity- Scientific Notation
3	Using Simple Algebraic Expressions Compatible Numbers
4	Unit 1 Basic Math Review Test Gross Income Vocabulary
5	Gross Income Spreadsheet ACTivity Unit 2 Gross Income Test
6	Net Income Vocabulary Unit 3 Net Income Test
7	Record Keeping Vocabulary
8	Brain Pop Activity- Budgets Record Keeping Spreadsheet Activity
9	Unit 4 Record Keeping Test Checking Account Vocabulary
10	Check Writing Activity
11	Deposit Activity
12	Check Register Activity Reconciliation Activity
13	Unit 5 Checking Accounts Test Savings Account Vocabulary
14	Brain Pop Activity- Interest Savings Account Spreadsheet Activity
15	Unit 6 Savings Account Test
16	Cash Purchases Vocabulary Cash Purchases Spreadsheet Activity
17	Unit 7 Cash Purchases Test
18	Final Exam

Proctored Final Exam

Achieve Virtual Education Academy requires a proctored final be administered and passed before course credit can be given to a student. All class assignments must be completed with a passing score before access to the final exam will be given.

Achieve will provide open lab time at Ben Davis High School for students who are local to come in and take their final(s). Students are responsible for setting up a proctored final if they cannot make it to Ben Davis High School during one of those times. Information about how to set up a proctored final will be shared as you complete the course.

Business Math 2

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2	Using Guess and Check Brain Pop Activity- Scientific Notation
3	Using Simple Algebraic Expressions Compatible Numbers
4	Unit 1 Basic Math Review Test Charge Accounts and Credit Cards Vocabulary
5	Self Check- Account Statements and Fiance Charges Unit 7 Charge Accounts and Credit Cards Test
6	Loans Vocabulary Self Check- Installment Loans
7	Unit 8 Loans Test Vehicle Transportation Vocabulary
8	Unit 9- Car Concept Quiz Car Buying Worksheet
9	Unit 9 Vehicle Transportation Test
10	Housing Cost Vocabulary
11	Create Your Own House Project
12	Unit 10 Housing Cost Test
13	Insurance Vocabulary
14	Self Check- Insurance
15	Unit 11 Insurance Test
16	Investments Vocabulary
17	Self Check- Investments Unit 12 Investment Test
18	Final Exam

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